

TOWNSHIP OF JORDAN
ANTRIM COUNTY, MICHIGAN
AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2008

Township Officials

Supervisor

Joseph Haney

Clerk

Lucille Lercel

Treasurer

Susan Meads

Trustees

Darwin Morris

Donna Theibert

Jordan Township

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CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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Independent Auditor's Report

October 21, 2008

To the Township Board
Jordan Township
Antrim County, Michigan

We have audited the accompanying financial statements of the governmental activities and the major fund of the Township of Jordan, as of and for the year ended March 31, 2008, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the governmental activities and the major fund of the Township of Jordan as of March 31, 2008, and the respective changes in financial position thereof and for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on pages 2-4 and budgetary comparison information on page 19 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Keskin, Cook, Miller & Alexander LLP
Keskin, Cook, Miller & Alexander, LLP

MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of Jordan Township's annual financial report presents our discussion and analysis of the Township's financial performance during the fiscal year ended March 31, 2008. Please read it in conjunction with the financial statements that immediately follow this section.

Financial Highlights

Our financial status remained stable over the last year.

Overall revenues were approximately \$104,000, of which approximately \$3,000 is classified as program revenues, and approximately \$101,000 is classified as general revenues (consisting primarily of state shared revenues and property taxes). Total revenues have increased slightly over the last two years due to increasing property tax revenues as a result increasing taxable values of properties within the Township. Overall expenses totaled approximately \$60,000, which is consistent with the year ended March 31, 2006, but substantially lower (by approximately \$87,000) than the year ended March 31, 2007 due to a large road improvement project that occurred during the year ended March 31, 2007. The activities of the Township have remained the same.

Total assets total approximately \$174,000 which consists of approximately \$9,000 in capital assets, approximately \$160,000 in cash and investments, and approximately \$5,000 in property tax receivables. Total assets have increased approximately \$6,000 over the year ended March 31, 2006. The increase in total assets is attributable to an increase in cash and investments in the current year that resulted from significant excess of revenues over expenditures.

Net assets as of March 31, 2008 total approximately \$174,000 which represents an increase of approximately \$6,000 from the year ended March 31, 2006. Approximately \$9,000 of the total net assets is invested in capital assets with approximately \$165,000 being unrestricted.

Overview of the Financial Statements

This annual report consists of three parts: management's discussion and analysis, the basic financial statements and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the Township.

The first two statements are government-wide financial statements and provide both long and short-term information about our overall financial status. These statements present governmental activities. The remaining statements are fund financial statements, which focus on the detailed activities of the general fund (the only fund of the Township).

The notes to the financial statements explain some of the information in the statements and provide more detailed data. Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

Government-Wide Statements

The government-wide statements report information about the Township as a whole using accounting methods used by private companies. The Statement of Net Assets includes all of the Township's assets and liabilities. The Statement of Activities records all of the current year revenues and expenses regardless of when received or paid.

The two government-wide statements report net assets and how they have changed. Net assets are the difference between the Township's assets and liabilities and this is one method to measure the Township's financial health or position.

Over time, increases or decreases in an entity's net assets is an indicator of whether financial position is improving or deteriorating.

To assess overall health of an entity, you may also have to consider tax base changes and other various economic conditions.

Fund Financial Statements

The fund financial statements provide more detailed information about the Township's funds. Funds are established to account for funding and spending of specific financial resources and to show proper expenditures of those resources.

The Township has the following kinds of funds:

Governmental Funds: All of the entity's activities are included in one fund, a general fund, classified in the governmental fund category. This fund is presented on the modified accrual basis, which is designed to show short-term financial information. You will note that differences between the government-wide statements and the fund statements are disclosed to explain the difference between them.

General fund revenues consist primarily of property taxes and state shared revenues. Expenditures consist of general government activities, fire protection, ambulance service, road repair and maintenance, and clean-up day services.

Financial Analysis of the Township as a Whole

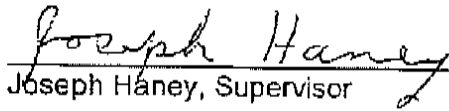
Capital Asset and Long-Term Debt Activity

For the year ended March 31, 2008, the Township spent \$1,000 on land that Brown Cemetery is located on. Depreciation expense totaled \$768 for the year ended March 31, 2008. There were no capital asset disposals during the year ended March 31, 2008.

The Township has no outstanding long-term debt or capital leases.

Contacting Township Management

This financial report is designed to provide our taxpayers, creditors and investors with a general overview of the Township's finances and to demonstrate the Township's accountability for the revenues it receives. If you have questions concerning this report, please contact any member of the Township Board.


Joseph Haney, Supervisor

**TOWNSHIP OF JORDAN
STATEMENT OF NET ASSETS
MARCH 31, 2008**

| | Governmental Activities |
|---|------------------------------------|
| <hr/> | |
| Assets | |
| Current Assets: | |
| Cash and investments | \$ 159,330 |
| Property taxes receivable | 4,885 |
| | <hr/> |
| Total Current Assets | 164,215 |
| Non-Current Assets - | |
| Capital assets, net of accumulated depreciation | 8,798 |
| | <hr/> |
| Total Non-Current Assets | 8,798 |
| | <hr/> |
| Total Assets | 173,013 |
| | |
| Net Assets | |
| Invested in capital assets | 8,798 |
| Unrestricted | 164,215 |
| | <hr/> |
| Total Net Assets | \$ 173,013 |
| | <hr/> <hr/> |

See accompanying notes to financial statements.

TOWNSHIP OF JORDAN
STATEMENT OF ACTIVITIES
YEAR ENDED MARCH 31, 2008

| Functions / Programs | P r o g r a m R e v e n u e s | | | | Net (Expenses) Revenue and and Changes in Net Assets |
|--------------------------------------|---------------------------------|-------------------------|--|--|---|
| | Expenses | Charges For Services | Operating Grants and Contributions | Capital Grants and Contributions | |
| Primary government: | | | | | |
| General government | \$ 46,287 | \$ 2,677 | \$ - | \$ - | (43,610) |
| Public safety | 8,186 | - | - | - | (8,186) |
| Health and welfare | 5,114 | - | - | - | (5,114) |
| Total governmental activities | 59,587 | 2,677 | - | - | (56,910) |
| General revenues: | | | | | |
| Property taxes | | | | | 25,995 |
| Property tax administration fee | | | | | 7,605 |
| State of Michigan revenue sharing | | | | | 60,200 |
| Swamp tax | | | | | 3,187 |
| Metro Act proceeds | | | | | 1,874 |
| Interest income | | | | | 1,866 |
| Miscellaneous | | | | | 845 |
| Total general revenues | | | | | 101,572 |
| Change in Net Assets | | | | | 44,662 |
| Net Assets - April 1, 2007 | | | | | 128,351 |
| Net Assets - March 31, 2008 | | | | | \$ 173,013 |

See accompanying notes to financial statements.

**TOWNSHIP OF JORDAN
BALANCE SHEET
GOVERNMENTAL FUND
MARCH 31, 2008**

Assets

| | |
|---------------------------|----------------|
| Cash and investments | \$ 159,330 |
| Property taxes receivable | 3,885 |
| Due from other funds | 1,000 |
| | <hr/> |
| Total Assets | 164,215 |
| | <hr/> <hr/> |

Fund Balance

| | |
|--------------|-------------|
| Fund balance | \$ 164,215 |
| | <hr/> <hr/> |

See accompanying notes to financial statements.

**TOWNSHIP OF JORDAN
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET ASSETS
MARCH 31, 2008**

| | |
|---|-------------------|
| Total Fund Balance - Governmental Funds (per balance sheet - page 7) | \$ 164,215 |
|---|-------------------|

Amounts reported for governmental activities in the Statement of Net Assets (page 6) are different because:

| | |
|--|-------|
| Capital assets used in governmental activities are not financial resources and therefore are not used in the funds | 8,798 |
|--|-------|

| | |
|--|-------------------|
| Total Net Assets - Governmental Activities (per Statement of Net Assets - page 5) | \$ 173,013 |
|--|-------------------|

See accompanying notes to financial statements.

**TOWNSHIP OF JORDAN
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE
GOVERNMENTAL FUND
YEAR ENDED MARCH 31, 2008**

Revenues:

| | |
|--|-----------|
| Taxes and assessments | \$ 29,261 |
| State shared revenues and reimbursements | 62,498 |
| Charges for services | 7,905 |
| Interest | 1,866 |
| Other | 2,719 |
| | <hr/> |
| Total revenues | 104,249 |

Expenditures:

Current:

| | |
|-------------------------|--------|
| General government: | |
| Township administration | 31,294 |
| Assessing | 8,205 |
| Building and grounds | 4,387 |
| Cemetery Expenses | 1,769 |
| Elections | 864 |
| Public safety | 8,186 |
| Health and welfare | 5,114 |
| | <hr/> |
| Total expenditures | 59,819 |

| | |
|---|---------------|
| Excess of revenues over expenditures | 44,430 |
|---|---------------|

| | |
|-------------------------------------|----------------|
| Fund balance - April 1, 2007 | 119,785 |
|-------------------------------------|----------------|

| | |
|--------------------------------------|-------------------|
| Fund balance - March 31, 2008 | \$ 164,215 |
|--------------------------------------|-------------------|

See accompanying notes to financial statements.

TOWNSHIP OF JORDAN
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
YEAR ENDED MARCH 31, 2008

| | | |
|---|----|--------|
| Net Change in Fund Balance - Governmental Funds (Page 9) | \$ | 44,430 |
|---|----|--------|

Amounts reported for governmental activities in the Statement of
Activities (page 6) are different because:

| | | |
|--|--|-------|
| Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives | | 1,000 |
|--|--|-------|

| | | |
|---|--|-------|
| Depreciation expense is recorded in the government-wide statements but not the fund financial statements | | (768) |
|---|--|-------|

| | | |
|---|----|--------|
| Change in Net Assets of Governmental Activities - Page 6 | \$ | 44,662 |
|---|----|--------|

See accompanying notes to financial statements.

TOWNSHIP OF JORDAN
STATEMENT OF ASSETS AND LIABILITIES
FIDUCIARY FUND
MARCH 31, 2006

| | | |
|--------------------|--------------------|-------------------|
| | Assets | |
| Cash | | \$ 1,000 |
| | | <u> </u> |
| | Liabilities | |
| Due to other funds | | \$ 1,000 |
| | | <u> </u> |

See accompanying notes to financial statements.

**TOWNSHIP OF JORDAN
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED MARCH 31, 2008**

NOTE 1: ENTITY

The Township of Jordan is a general law township of the State of Michigan, located in Antrim County. It operates under an elected board and provides service to its residents in many areas including fire protection services, road repairs and maintenance, cemetery maintenance and cleanup day activities. The criteria established for the reporting entity's financial statements include oversight responsibility, scope of public service and special financing relationships. On this basis, the financial statements include all of the governmental functions of Jordan Township.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

INTRODUCTION

The accounting and reporting framework and the more significant accounting principles and practices of Jordan Township are discussed in subsequent sections of this Note. The remainder of the Notes are organized to provide explanations including required disclosures of the Township's financial activities.

The accounting policies of Jordan Township conform to the generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies.

GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENT PRESENTATION

Government-Wide Financial Statements

The government-wide financial statements include the statement of net assets and the statement of activities. These statements report financial information for the Township as a whole, excluding fiduciary activities such as tax collection activities.

Individual funds are not displayed but the statements distinguish governmental activities, generally supported by taxes and Township general revenues, from business-type activities, generally financed in whole or in part with fees charged to external customers. At this time, the Township has no business-type activities.

The statement of activities reports the expenses of a given function offset by program revenues directly connected with functional programs. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity. Program revenues include: (1) charges for services which report fees, fines and forfeitures, and other charges to users of the Township's services; (2) operating grants and contributions which finance annual operating activities including restricted investment income; and (3) capital grants and contributions which fund the acquisition, construction, or rehabilitation of capital assets and include fees to developers.

**TOWNSHIP OF JORDAN
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED MARCH 31, 2008**

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENT PRESENTATION
(CONTINUED)**

Government-Wide Financial Statements (Continued)

These revenues are subject to externally imposed restrictions to these program uses. Taxes and other revenue sources not included with program revenues are reported as general revenues.

Fund Financial Statements

Fund financial statements are provided for governmental and fiduciary funds. Major individual governmental funds are reported in separate columns with composite columns for non-major funds. The measurement focus and basis of accounting for the government-wide and fund financial statements are described in a subsequent section of this note.

FUND TYPES AND MAJOR FUNDS

Governmental Funds

The Township reports the following major governmental fund:

General Fund - This fund is used to account for all financial transactions except those required to be accounted for in another fund. The fund includes the general operating expenditures of the local unit. Revenues are derived primarily from property taxes, state and federal distributions, grants and other inter-governmental revenues.

Other Funds

Fiduciary Funds - These funds are used to account for assets held in trust or as an agent for others. Tax collection activities are recorded in this category. Fiduciary activities are not reported in the government-wide financial statements, in accordance with GASB Statement No. 34.

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

The financial statements of the Township are prepared in accordance with generally accepted accounting principles (GAAP). The Township applies all relevant Governmental Accounting Standards Board (GASB) pronouncements and applicable Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, unless they conflict with GASB pronouncements. The Township does not apply FASB pronouncements or APB opinions issued after November 30, 1989.

TOWNSHIP OF JORDAN
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED MARCH 31, 2008

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (CONTINUED)

Government-Wide Financial Statements

The government-wide statements report using the economic resources measurement focus and the accrual basis of accounting generally including the reclassification or elimination of internal activity (between or within funds). However, internal eliminations do not include utility services provided to Township departments. Fiduciary fund financial statements also report using this same focus and basis of accounting although internal activity is not eliminated in these statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property tax revenues are recognized in the year for which they are levied while grants are recognized when grantor eligibility requirements are met.

Governmental Fund Financial Statements

Governmental fund financial statements report using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available.

Available means collectible within the current period or soon enough thereafter to pay current liabilities. The Township considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are reported as expenditures in the year due.

Major revenue sources susceptible to accrual include: sales and use taxes, property taxes, franchise taxes (fees), intergovernmental revenues, and investment income. In general, other revenues are recognized when cash is received.

Property tax revenues are recognized as follows:

Properties are assessed as of December 31 and the related property taxes are levied on December 1 of the following year. These taxes are due on February 15; uncollected amounts are subsequently added to the county delinquent tax rolls. A county revolving fund normally pays the balance of the Township's tax levy by May 31 of each year. In accordance with GASB 33 "Accounting and Financial Reporting for Nonexchange Transactions", the Township records the property tax revenue when it becomes an enforceable legal claim for the Township. Therefore, all taxes levied on December 1, 2007, are recorded as revenue in the current year. The Township's taxable value for the 2007 tax year totaled \$27,393,410.

The tax rates for the year ended March 31, 2008, were as follows:

| Purpose | Rate / Assessed Valuation |
|----------------|----------------------------------|
| General | 0.9418 mills per \$1,000 |

TOWNSHIP OF JORDAN
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED MARCH 31, 2008

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BUDGET

Each year the unit formulates and adopts a budget as follows:

1. In January or February a preliminary budget is prepared for all funds.
2. Review and annual budget hearing are held in March.
3. Budget is adopted at the Township Board meeting in March of each year.

The budget as prepared conformed to P.A. 621 of 1978.

In the body of the financial statements, the Township's actual expenditures and budgeted expenditures for the budgetary funds have been shown on a functional and activity basis. The approved budgets of the Township for these budgetary funds were adopted on an activity level. The Township overspent its budget in the General Fund for three activities: The elections activity overspent by \$264, the Clerk activity overspent by \$2,502 and the Cemetery overspent by \$469. There are no carryover budget items.

CAPITAL ASSETS AND DEPRECIATION

The Township's property, plant, and equipment, with useful lives of more than one year are stated at historical cost and comprehensively reported in the government-wide financial statements. Donated assets are stated at fair value on the date donated. The Township generally capitalizes assets with historical cost of \$1,000 or more as purchase and construction outlays occur. The costs of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets are depreciated using the straight-line method. When capital assets are disposed, the cost and applicable accumulated depreciation are removed from the respective accounts and the resulting gain or loss is recorded in operations.

Estimated useful lives, in years, for depreciable assets are as follows:

| | |
|-------------------------|---------|
| Buildings | 25 – 40 |
| Land Improvements | 10 – 20 |
| Machinery and equipment | 5 – 10 |
| Vehicles | 5 – 10 |

Land and construction in progress are not depreciated.

**TOWNSHIP OF JORDAN
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED MARCH 31, 2008**

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

CAPITAL ASSETS AND DEPRECIATION (CONTINUED)

With respect to asset improvements, costs over \$1,000 should be capitalized if:

1. The estimated life of the asset is extended by more than 25%, or
2. The cost results in an increase in the capacity of the asset, or
3. The efficiency of the asset is increased by more than 10%, or
4. Significantly changes the character of the asset, or
5. Other wise, the cost should be expensed as repair and maintenance.

For information describing capital assets, see Note 4.

USE OF ESTIMATES

The financial statements have been prepared in conformity with generally accepted accounting principles as applicable to governments and, as such, include amounts based on informed estimates and judgements of management with consideration given to materiality. Actual results could differ from those estimates.

NOTE 3: CASH AND EQUIVALENTS

Michigan Compiled Laws Section 129.91 (Public Act 20 of 1943, as amended) authorizes local governmental units to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Michigan. The local unit is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States; repurchase agreements; bankers' acceptances of United States banks; commercial paper rated within the two highest classifications, which matures not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions, which are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan.

The Township of Jordan's deposits and investment policies are in accordance with statutory authority.

At year end, the deposit and investments were reported in the basic financial statements in the following categories:

| | <u>Governmental Activities</u> | <u>Fiduciary Funds</u> | <u>Total Primary Government</u> |
|----------------------|------------------------------------|----------------------------|-------------------------------------|
| Cash and investments | <u>\$ 159,330</u> | <u>\$ 1,000</u> | <u>\$ 160,330</u> |

TOWNSHIP OF JORDAN
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED MARCH 31, 2008

NOTE 3: CASH AND EQUIVALENTS (CONTINUED)

Deposits

The bank balance of the Township's deposits is \$162,057, of which \$138,444 is covered by federal depository insurance. The remainder was uninsured and uncollateralized. The Township believes that due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is impractical to insure all deposits. As a result, the Township evaluates each financial institution with which it deposits Township funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories.

NOTE 4: CAPITAL ASSETS

Capital asset activity of the Township's governmental activities was as follows:

| | <u>April 1, 2007</u> | <u>Additions</u> | <u>Disposals</u> | <u>March 31, 2008</u> |
|---------------------------------------|----------------------|------------------|------------------|-----------------------|
| Governmental Activities: | | | | |
| Capital assets not being depreciated: | | | | |
| Land | \$ 950 | \$ 1,000 | \$ - | \$ 1,950 |
| Capital assets being depreciated: | | | | |
| Buildings and land improvements | 20,205 | - | - | 20,205 |
| Machinery and equipment | 1,035 | - | - | 1,035 |
| Subtotal | 21,240 | - | - | 21,240 |
| Accumulated depreciation: | | | | |
| Buildings and land improvements | 13,002 | 665 | - | 13,667 |
| Machinery and equipment | 621 | 104 | - | 725 |
| Subtotal | 13,623 | 769 | - | 14,392 |
| Net capital assets being depreciated | 7,617 | (769) | - | 6,848 |
| Net capital assets | <u>\$ 8,567</u> | <u>\$ 231</u> | <u>\$ -</u> | <u>\$ 8,798</u> |

Depreciation expense was charged entirely to Buildings and grounds function of the general government.

NOTE 5: PENSION PLAN

The Township has adopted a defined contribution pension plan for all elected officials and the cemetery sexton of the Township. The plan is a contributory plan calling for mandatory contributions of 5% of compensation by participants and a 5% matching contribution by the Township. Participants can make additional optional contributions of from 1% to 10% not matched by the Township. Vesting is immediate at 100%. Pension expense for the year was \$2,141. The Township Clerk is the plan administrator.

TOWNSHIP OF JORDAN
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED MARCH 31, 2008

NOTE 6: CONTINGENCIES

Insurance

The Township is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; error and omission; injuries to employees; and natural disasters.

The Township participates in the Michigan Township Participating plan, a self insured group. The pool is considered a public entity risk pool. The Township pays annual premiums to the pool for the respective insurance coverage. In the event a pool's total claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the pool's policy year may be subject to special assessment to make up the deficiency. The pool maintains reinsurance for claims for each occurrence with the overall maximum coverage varying depending on the specific type of coverage of reinsurance. The Township has not been informed of any special assessments being required. There were no significant changes in coverage.

TOWNSHIP OF JORDAN
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND
YEAR ENDED MARCH 31, 2008

| | ORIGINAL BUDGET | FINAL AMENDED BUDGET | ACTUAL | VARIANCE FROM FINAL AMENDED BUDGET |
|--|--------------------|----------------------------|-------------------|---|
| Revenues | | | | |
| Local Sources: | | | | |
| Taxes and assessments | \$ 28,986 | \$ 28,986 | \$ 26,004 | \$ (2,982) |
| Property tax administration fee | - | - | 7,605 | 7,605 |
| Swamp tax | 3,187 | 3,187 | 3,187 | - |
| Interest on Investments | - | - | 1,866 | 1,866 |
| Other | 300 | 300 | 3,089 | 2,789 |
| State Sources: | | | | |
| State revenue sharing | 55,000 | 55,000 | 60,200 | 5,200 |
| Summer tax collection reimbursement | - | - | 2,298 | 2,298 |
| Total revenues | 87,473 | 87,473 | 104,249 | 16,776 |
| Expenditures | | | | |
| General Government: | | | | |
| Township Board | 12,650 | 15,150 | 7,021 | 8,129 |
| Supervisor | 5,450 | 5,450 | 4,726 | 724 |
| Elections | 600 | 2,800 | 864 | 1,736 |
| Assessor | 8,800 | 8,800 | 8,205 | 595 |
| Clerk | 10,700 | 10,700 | 8,902 | 1,798 |
| Board of Review | 1,550 | 1,550 | 1,233 | 317 |
| Treasurer | 10,500 | 12,000 | 9,412 | 2,588 |
| Township hall | 7,500 | 7,500 | 4,387 | 3,113 |
| Cemetery | 1,300 | 1,300 | 1,769 | (469) |
| Total general government | 59,050 | 65,050 | 46,519 | 18,531 |
| Public Safety: | | | | |
| Ambulance service | 5,000 | 5,000 | 4,800 | 200 |
| Fire protection | 5,000 | 5,000 | 3,386 | 1,614 |
| Total public safety | 10,000 | 10,000 | 8,186 | 1,814 |
| Public Works | 86,561 | 86,561 | - | 86,561 |
| Garbage Day | 7,000 | 7,000 | 5,114 | 1,886 |
| Total expenditures | 162,611 | 168,611 | 59,819 | 108,792 |
| Excess (deficiency) of revenues over (under) expenditures | (75,138) | (81,138) | 44,430 | 125,568 |
| Fund Balance - April 1, 2007 | 119,785 | 119,785 | 119,785 | - |
| Fund Balance - March 31, 2008 | \$ 44,647 | \$ 38,647 | \$ 164,215 | \$ 125,568 |



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Ronald D. Alexander, CPA (Ret.)

October 21, 2008

To the Township Board
Jordan Township
Antrim County, MI

We have audited the financial statements of the governmental activities and the major fund of the Township of Jordan (the Township) for the year ended March 31, 2008, and have issued our report thereon dated October 23, 2008. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 10, 2008, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our letter about planning matters on March 11, 2008.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Township are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2008. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of accumulated depreciation is based on the estimated useful life of the assets. We evaluated the key factors and assumptions used to develop the useful life in determining that it is reasonable in relation to the financial statements taken as a whole.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of the Township's Measurement Focus and Basis of Accounting policy in Note 2 to the financial statements. We evaluated standard governmental accounting policies and procedures in determining the adequacy of the disclosure from a neutral, consistent and clear perspective for the end user.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 21, 2008.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Township's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Segregation of Duties

A properly designed system of internal control segregates the accounting responsibilities from employees who have access to physical assets such as cash, investments and payroll, from authorization and approval of transactions and account reconciliations. The small size of the Township's staff precludes a complete segregation of duties resulting in more than a remote risk that material misstatements could occur and not be detected during normal activities.

Preparation of Financial Statements

The definition of a significant deficiency includes any condition that adversely affects the ability to report financial data in accordance with generally accepted accounting principles (GAAP). As a matter of convenience, the Township has always relied upon its auditors to prepare financial statements and related notes and supplemental schedules for external reporting in accordance with GAAP. As a consequence, the Township has not developed the tools and resources necessary to enable its employees to prepare reports in conformity with GAAP in the normal course of performing their assigned functions. The Township has committed the resources necessary to meet its internal reporting needs. In this regard, it is not unlike many other Governmental Units of its size.

Comments and Recommendations

Budget

During the course of our audit we noted that the Township experienced overexpenditures for the elections, clerk and cemetery activities within the General Fund, in violation of the Uniform Accounting and Budgeting Act (P.A. of 1968, as amended). We recommend that the Township use its budgets as flexible management tools and amend when necessary to avoid overexpenditures.

Conclusion

This communication is intended solely for the information and use of management, the Township of Jordan's Board of Trustees and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

Keskine, Cook, Miller & Alexander LLP

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Keskin, Cook, Miller & Alexander, LLP
CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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October 21, 2008

To the Township Board
Jordan Township
Antrim County, MI

In planning and performing our audit of the financial statements of the governmental activities and the major fund of the Township of Jordan (the Township) as of and for the year ended March 31, 2008, in accordance with auditing standards generally accepted in the United States of America, we considered the Township's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Governmental Unit's internal control. Our consideration of internal control included procedures to evaluate the design of controls relevant to an audit of financial statements and to determine whether they have been implemented, but it did not include procedures to test the operating effectiveness of controls, and accordingly, was not directed to discovering significant deficiencies in internal control. Accordingly, we do not express an opinion on the effectiveness of the Governmental Unit's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the Township's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the Township's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the following deficiencies to be significant deficiencies in internal control.

Segregation of Duties

A properly designed system of internal control segregates the accounting responsibilities from employees who have access to physical assets such as cash, investments and payroll, from authorization and approval of transactions and account reconciliations. The small size of the Township's staff precludes a complete segregation of duties resulting in more than a remote risk that material misstatements could occur and not be detected during normal activities.

Preparation of Financial Statements

The above definition of a significant deficiency includes any condition that adversely affects the ability to report financial data in accordance with generally accepted accounting principles ("GAAP"). As a matter of convenience, the Township has always relied upon its auditors to prepare financial statements and related notes and supplemental schedules for external reporting in accordance with GAAP. As a consequence, the Township has not developed the tools and resources necessary to enable its employees to prepare reports in conformity with GAAP in the normal course of performing their assigned functions. The Township has committed the resources necessary to meet its internal reporting needs. In this regard, it is not unlike many other Governmental Units of its size.

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Keskine, Cook, Miller & Alexander LLP

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